

Primary Care Placements: Years 1 and 2 Student Travel Reimbursement and Accommodation Policy

Policy owner	Finance Manager
In consultation with	Quality Manager; Lead for GP and Community Education
Submitted by	Finance Manager
Policy applies to	Years 1 and 2 Primary Care Placements
Academic Year	2020/21
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Purpose and Key Principles

Kent and Medway Medical School (KMMS) recognise that travel will be necessary for our students for academic purposes and in order to attend placements across all years of study.

Due to the duration and geographical spread of placements across Kent and Medway, there will be occasions where it is practical for students to stay in accommodation closer to their placement rather than travel daily.

This policy outlines the circumstances in which travel costs and accommodation costs in relation to Primary Care Placements will be funded by student tariff.

This policy aims to ensure that:

- Students can attend placements across a wide geographical area in Kent
- Students are not financially disadvantaged by attending certain placements

Scope

This policy applies to KMMS students attending Primary Care Placements during Years 1 and 2, where travel is organised by the student as a requirement of their programme of study. This policy does not cover travel undertaken for any other reason, including personal reasons, which student tariff is not intended to fund.

KMMS encourage students to determine the most appropriate form of travel and in doing so take account of:

- The cost of the journey
- The duration of the journey
- Environmental impact and sustainability
- Risk management and health and safety

Wherever practical, students are encouraged to travel by public transport, but should also consider alternative means of travel which may be less costly and more sustainable, including car-sharing or available shuttle bus arrangements. Where using public transport, students are encouraged to make use of any discounts available through applicable railcards and weekly season tickets.

Expenses claimed from KMMS in relation to travel and accommodation for Primary Care Placements are funded by student tariff via Health Education England Kent Surrey and Sussex (HEEKSS). Medical students are not eligible to apply for funding support via the NHS Learning Support Fund. Medical students are only eligible for the NHS bursary in the later years of their programme, currently year 5 of a five-year programme of study. It is a student's responsibility to apply for their NHS bursary. If students are eligible to claim expenses under the NHS bursary, they should not also claim expenses from KMMS.

Where disputed cases arise, these will be assessed on an individual basis, with the School being the final arbiter.

Rates of reimbursement: Travel

Where the daily cost of travel between a student's normal term time address (or placement accommodation address if provided by KMMS) and the placement site exceeds the daily cost of travel between a student's normal term time address and the university, students are entitled to claim the following:

Type of travel	Reimbursement
Public transport	Actual daily cost <i>LESS</i> the normal daily cost of the return journey between the student's term time address and the university.
Travel via student's own transport	The daily mileage cost <i>LESS</i> the normal daily cost of the return journey between the student's term time address and the university. Mileage will be calculated and reimbursed at current applicable rates: http://www.hmrc.gov.uk/rates/travel.htm

The daily travel cost will be calculated according to the most direct route to the placement location, as agreed by KMMS via either Google Maps or route planners (such as the AA or RAC). This applies to journeys undertaken either by road travel, bicycle or public transport.

Where a student is travelling via their own vehicle, additional reimbursement of 5p per mile can be claimed by the driver for car share arrangements with other students attending the same placement.

Travel expenditure greater than £40 pounds per day **MUST** be approved in advance by the KMMS Lead for GP and Community Care.

Student journeys between sites within the same Primary Care Network (PCN) should be reimbursed directly by the PCN, unless appropriate free travel is otherwise supplied.

Any claims for reimbursement should be submitted to the KMMS Finance Team via completion of the KMMS Student Placement Travel Claim Form. Travel claim forms can be requested by contacting placements@kmms.ac.uk. All students should retain receipts and ensure that any

supporting evidence requested on the claim form is submitted; failure to do so could prevent a claim from being reimbursed. All claims must be submitted within 2 months of the spend having been incurred and no later than Friday 16th July 2021.

Students cannot claim for taxi expenses unless in exceptional circumstances with prior agreement of the KMMS Curriculum and Assessment Team. Should you consider a taxi journey may be required, please submit your request prior to travel to the Curriculum and Assessment Team via placements@kmms.ac.uk. Where this is approved in advance, the agreed cost of travel will be reimbursed.

In exceptional circumstances, travel may be arranged and paid for directly by KMMS.

Any students choosing to travel by private vehicle should ensure that they have all necessary and appropriate insurance cover for all risks associated with this use.

Any student travelling via their own transport or through car share arrangements do so at their own risk.

Travel between the university campuses is not covered by this policy.

Parking costs will not be reimbursed.

Subsistence, including any meals whilst staying in accommodation, will not be reimbursed.

Accommodation

Accommodation can be arranged, if required. Accommodation may be appropriate where the mileage to the allocated placement exceeds 50 miles from a student's term time home address or is expected to be more than 1.5 hours each way standard travel time.

Accommodation requests should be notified to the Curriculum and Assessment Team via placements@kmms.ac.uk. Once approved, accommodation will be arranged by the Curriculum and Assessment Team.

Accommodation will be arranged in the following order of preference:

1. University accommodation near placement
2. Hospital accommodation near placement
3. Alternative accommodation near placement with access to kitchen facilities

Students are reminded that any requests for accommodation should be notified as far in advance of the placement week as possible. Failure to do so could result in accommodation being unavailable.

Students can arrange and pay for their own accommodation directly; any such arrangements are at the student's own risk and expense.

Please note:

1. Where accommodation is being arranged directly by KMMS, bookings will only be made where appropriate quality assurance standards are considered to have been met. KMMS reserves the right not to book any requested accommodation where there may be concerns over quality assurance. Standards of accommodation are not covered by this policy.

2. KMMS will endeavour not to alter travel and accommodation arrangements after students have finalised their placements. Occasionally there will be unforeseen circumstances which require this. The School and the placement provider will work together to find the best solution for each student. This may involve the removal of students from the placement, or the need for the placement provider to provide and pay for suitable, alternative accommodation and/or full travel costs.